

## PI Approval Process

RDHPCS account requests require approval from the following roles before the account can be created. For a complete list of roles, please review the R&D HPCS roles guide which can be found at [Roles](#).

Principal Investigator (PI) - to verify acceptance of the user to the project

Portfolio Manager (PfM) - in some cases to verify the user to the project

HR (Trusted Agent or OSY) - to verify suitability

IT Security - to verify IT Security Awareness Course (ITSAC) training is current

Resource Manager (RM) - to verify that all appropriate vetting for the account has occurred

**Initial Request:** The PI will receive an email to requesting user access. The PI may simply approve or deny the request. The request is then routed to the HR and IT Security functions simultaneously for additional verification.

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The **initial** email that the PI will receive will look like this:

Greetings,

The NOAA R&D HPCS Program has instituted an application to facilitate easy and consistent processing of users access requests. The Account Information Management (AIM) System is now available across the program. You are receiving this email because you have been identified as a Principal Investigator (PI) and you are responsible for approving user access requests to specific projects. This new tool will send you an email to notify you about each user who has requested access to the project for which you are a PI. Using this new tool will enable you to easily approve or deny this request.

Here is a link to the pending new requests. Please take a moment to approve or deny your users.  
[https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/request\\_report.pl?new](https://rdhpcs-s.noaa.gov/acctmgmt/cgi-bin/request_report.pl?new)

Please notify your users that they must comply with the following items before access is granted:

1. use their NOAA email address for HPC communications;
2. complete the NOAA ITSAC training (1 hour of security training); and (maybe add link)
3. if the user does not have a CAC card, the user will need to initiate or complete their background check with the NOAA Personnel Security Office. This can take up to 6 -8 weeks to complete. You or your line office's Trusted Agent will need to forward their OSY clearance email to [rdhpcs.aim.help@noaa.gov](mailto:rdhpcs.aim.help@noaa.gov).
4. if the user is a foreign national, please ensure they have completed the FN Visitor paperwork too. (add link to folder and paperwork)

Please communicate all suggestions, issues, questions and concerns via email at [rdhpcs.aim.help@noaa.gov](mailto:rdhpcs.aim.help@noaa.gov).

Thank you, the HPCS Management Team


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## Aging Requests:

If the PI is unable to respond to the first email request for access, the system will generate a reminder email every Tuesday.

The additional emails that the PI will receive will look like this: Example of Weekly PI Email

From:  
<https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/> - **RDHPCS-Common-Docs**

Permanent link:  
[https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/doku.php?id=aim\\_pi\\_approval\\_process&rev=1435800624](https://rdhpcs-common-docs.rdhpcs.noaa.gov/wikis/rdhpcs-common-docs/doku.php?id=aim_pi_approval_process&rev=1435800624) 

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